What To Expect On your Desktop -- O365 Instructions



Log In to your Desktop Computer

1. Starting Outlook client on first login:

When you open Outlook, you will receive notification prompting you for credentials:

1. Enter your username and password when prompted. See an example below.

What is My Microsoft Outlook Office 365 Login: Your email address (ie: firstname.lastname@vermont.gov)





Password: This is the same password as your login account

Important: Check the box (Remember my credentials).

NOTE: This will also need to be re-entered any time you change your password.

Changes to your Desktop/Laptop:

G3 users are licensed to use the latest version of Microsoft Office, currently Office 2016 Professional Plus.

DII has worked with your department to identify G1 vs. G3 users. For information regarding the differences, please visit this webpage: http://dii.vermont.gov/application/desktop/ms365/licensing

Login to Office 365 (Desktop) - For G3 Users:

After the changes have been made to your desktops, you will be required to sign into Office the first time you launch an office application (such as Outlook, Word, Excel, etc.) See Login to Office 365 (Desktop) below



Authenticate with your email address and login password.

Click "OK', and "Accept".



Mobile Devices:

iPhone Instructions

Follow the instructions on our DII How To page for

iPhones: http://dii.vermont.gov/sites/dii/files/PDF/Support/iPhone-O365-Setup.pdf

Android Instructions

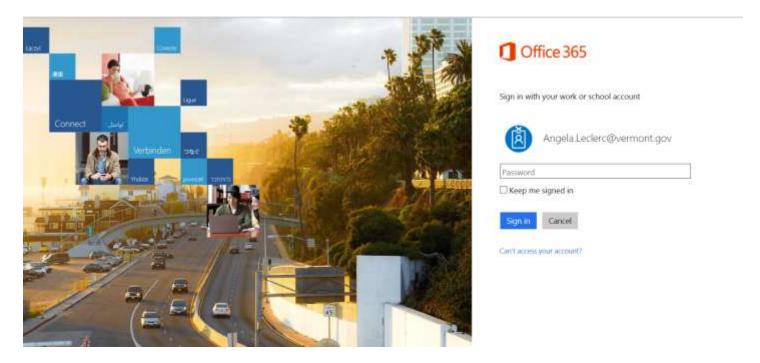
Follow the instructions on our DII How To webpage: https://support.office.com/en-us/article/Set-up-email-on-an-Android-phone-or-tablet-886db551-8dfa-4fd5-b835-f8e532091872

Office 365 Online Portal:

Login to Office 365 Online (this is the new Outlook Web Access portal page – accessing your email from anywhere):

How to login:

- Online Portal Address: https://portal.office.com
 - Login instructions also here:
 http://dii.vermont.gov/sites/dii/files/PDF/Support/LogintoOffice365Online.pdf
- What is My Microsoft Outlook Office 365 Login: Your email address (ie: firstname.lastname@vermont.gov)
- Password: This is the same password as your login account
- We recommend to NOT check the box Keep me signed in. **Never check that box when you are using a public or shared computer.**



Training Information:

Get started today by viewing online training:

- Some Microsoft Quick Start guides for the new Office version are located on our website here: http://dii.vermont.gov/support/ms365.
- Office 365 training web portal with tutorial videos: https://quickhelp.com/vermont Please feel free to visit and view training videos.

If you have problems with your email, submit a LANDesk ticket, please call the Service Desk to report it. https://itsupport.vermont.gov

802-828-6620, option 1

Check out the Office 365 Webpage for updates and FAQ at: http://dii.vermont.gov/news issues/projects/office365

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